

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Branch

FROM : Acting Chief, Telephone Section

SUBJECT: Telephone Section Monthly Report

DATE: 31 May 1950

Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of March, 1950.

Telephone Service Bill	\$11,882.50
Long Distance Bills	1,352.25
M.B. Private Outside Telephones	594.86
T.T. Channels, L.L.'s, P.L.'s and TWX	4,220.20
Miscellaneous	<u>18.35</u>
Total	\$18,068.16

The following information was requested in your memorandum dated 21 November 1949.

For the month of March, 1950:

- Total number and cost of outside local calls placed over switchboard, Executive 6115 and EXecutive 7491----
No. of calls-72,285 Cost-\$2,531.98
- Non-recurring installation charges for new station equipment----\$941.00
- Recurring rental of new station equipment less value of station equipment disconnected----increase \$1,190.49
- Non-recurring move or relocation charges for station equipment already in use----\$600.00

Also, listed below are estimated amounts for services to be rendered during the month of June 1950.

Telephone Service Bill	\$12,500.00
Long Distance Bills	1,400.00
M.B. Private Outside Telephones	650.00
T.T. Channels, L.L.'s, P.L.'s and TWX	5,000.00
Miscellaneous	<u>50.00</u>
Total	\$19,600.00

A total of 73 requisitions for services were processed by this section during the month of May 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 8 May 1950

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FROM : [REDACTED]

SUBJECT: Report of Operations by the General Services Branch during the month of April, 1950.

Volume:

- | | |
|---|-------------|
| a. Requests for services on hand prior to April | 10 |
| b. Requests for services received in writing during April | 271 |
| c. 1. Orders submitted to GSA chargeable to quarterly encumbrance. | 160 |
| 2. Special orders submitted to GSA not chargeable to quarterly encumbrance. \$19,600.00 | 14 |
| 3. Orders submitted to GSA nonreimbursable | 55 |
| 4. Approximately 1780 phone calls received during April. | |
| d. Space moves during April. | 15 |
| Total personnel moved. | 393 |
| Equipment moves. | 12 |
| Man hours worked by GSA. | 1826 |
| Estimated cost. | \$2639.80 |
| e. Requests for services on hand 30 April. | 42 |
| f. Reimbursement to GSA for regular assigned laborers to warehouse. 1620 man hours. | \$2268.00 |
| g. Protective Services (GSA Guard Posts) | |
| Reimbursable Posts - \$45,100.00 - 35,967 | 83 |
| Non-reimbursable Posts | 26 |
| h. Monies paid to GSA during month of April for services rendered during months of January, February and March. | |
| GSA Guards | \$29,294.97 |
| GSA Laborers and Trucks | 6,487.88 |
| Alterations and Installations | 6,026.96 |
| Miscellaneous | ----- |
| Total | \$41,809.81 |
| i. Problems: None | |

Attachment